



Jackson Hole Fire/EMS Operations Manual

Approved by:


Willy Watsabaugh, Chief

Title: **Membership Policy**
Division: 5
Article: 1
Revised: 12/15/2016

PURPOSE

The purpose of this policy is to establish requirements and expectations for emergency response members of Jackson Hole Fire/EMS.

Where these requirements conflict with the conditions of employment for full-time employees, the conditions of employment shall prevail.

All JH Fire/EMS members are expected to adhere to the following:

- All applicable local, state and federal laws.
- Department mission and values statements, policies, standard operating guidelines, procedures, protocols, position descriptions and annual business plan.

SECTION I – MEMBERSHIP LEVELS

Jackson Hole Fire/EMS recognizes the following membership levels:

- Probationary Volunteer Member.
- Active Volunteer Member.
- Associate Volunteer Member.
- Full-Time / Part-Time Employee Member.
- Inactive Volunteer Member.

SECTION II – ENTRY REQUIREMENTS

Recruitment and Application Process – *All of the following apply to Applicants*

- Recruitment for volunteer members recurs annually or as directed by the Chief
- Applicants must be 21 years or older
- Must be a resident of Teton County, if applying to be an active volunteer member
- Possess a valid state of Wyoming driver's license
- Authorize a background investigation
- Completion of a volunteer membership application

Candidate Selection Process – *Each step is a decision point for moving a candidate forward to the next step or not:*

- Candidates selected for an interview will be contacted by a member from the candidate's assigned station based upon geographical location. Candidates not selected for an interview

will, at a minimum, receive a letter notifying them of the department's decision.

- An interview with members from candidate's assigned station
- An interview with Fire Department Chief
- Pass a medical physical, at the department's expense
- Complete the JH Fire/EMS physical agility test with a time of less than 15 minutes
- Attend mandatory Orientation
- Take the department Oath of Office

SECTION III – PROBATIONARY MEMBER

Probationary members are required to complete the following training and obtain corresponding certifications within 24 months of membership designation:

- JH Fire/EMS Probationary Task Book
- BLS for Healthcare Providers
- IS 700
- ICS 100
- Structural Firefighter I
- Wildland Firefighter II (completion of S-130, S-190 and Pack Test)Emergency Vehicle Operations Course
- Wyoming Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT)
 - EMT's must complete a minimum average of 6 shifts (72 hours) every 6 months for a total of 12 shifts per year on a JH Fire/EMS ambulance. EMT-I's and EMT-P's must complete a minimum average of 12 shifts (144 hours) every 6 months for a total of 24 shifts per year on a JH Fire/EMS ambulance.
 - "Shift" is defined as one 12 hour day or night duty, or two 6 hour day duties.
 - Volunteer EMT members may supplement ambulance shifts with Grand Teton National Park EMS for the required ambulance shifts. A minimum of one shift in a six month period will be completed at either Station 1 or 6. The member will be responsible for providing documentation of the shifts to the EMS Battalion Chief.
 - If within the 6 month period a member cannot meet the total shift average, a written work plan/variance describing a plan for compliance is required. The work plan/variance must be submitted in writing to Station Captain(s) one month prior to missing shifts. Upon approval of the Station Captain(s), the work plan/variance will be directed to the EMS Battalion Chief for final approval. Failure to comply will place the volunteer on probationary status for the following 6 months. If the work plan compliance is not met during the 6 month probationary period, the volunteer may be decertified or terminated from the organization.

Probationary Members will receive the following Benefits:

- Uniform package
- Personal Protective Equipment (PPE)
- Public Safety Officer Death Benefits
- \$100,000 additional life insurance policy
- Worker's Compensation coverage
- Training
- Annual Physicals and Immunizations

Active Member Benefits will be obtained following the completion of all required training during the enrollment periods of January 1st or July 1st.

Probationary Members are encouraged to attend all station trainings and callouts. Facilitators of trainings will incorporate the probationary member as appropriate for level of training with safety as the number one priority. Probationary Members will be supervised at all times on a callout by either a station officer or assigned mentor. If either a station officer or an assigned mentor is not available to supervise the probationary member or an Active Volunteer Member is more suited to take the seat on the apparatus, the probationary member will be asked to stay at the station.

Probationary Members will have orange crescents affixed to their helmets. The official, departmental probationary period lasts for **at least** 12 months. After 12 months, a probationary member may request to station leadership Active Volunteer Member status if minimum certification has been attained **and** if station leadership judges a probationary member's skills have reached operational capability.

Certification Reciprocity Process

- JH Fire/EMS will review all prior Fire and/or EMS training and the level of certification
- The Battalion Chief of Training will assist probationary members with Wyoming and ProBoard Firefighter Reciprocity through the State of Wyoming Fire Marshal's Office
 - Structure Fire ProBoard and National Park Service Certifications meeting NFPA guidelines will be accepted by Jackson Hole Fire/EMS.
- The Battalion Chief of EMS will assist probationary members with Wyoming EMS Reciprocity through the State of Wyoming EMS Office

SECTION IV – ACTIVE VOLUNTEER MEMBER

An Active Volunteer Member is required to:

- Complete the JH Fire/EMS Membership Task Book on a bi-annual basis
 - Task books are issued in January with completed task books due in December.
- Members are required to maintain minimum certifications as a Structural Firefighter I, Wyoming Emergency Medical Responder (EMR) and Federal Wildland Firefighter II
- EMT's, EMT-I's, and Paramedics' must certify in the State of Wyoming, and maintain certification.
 - EMT's must complete a minimum average of 6 shifts (72 hours) every 6 months for a total of 12 shifts per year on a JH Fire/EMS ambulance.
 - EMT-I's and EMT-P's must complete a minimum average of 12 shifts (144 hours) every 6 months for a total of 24 shifts per year on a JH Fire/EMS ambulance.
 - "Shift" is defined as one 12 hour day or night duty, or two 6 hour day duties.
 - Volunteer EMT members may supplement ambulance shifts with Grand Teton National Park EMS for the required ambulance shifts. A minimum of one shift in a six month period will be completed at either Station 1 or 6. The member will be responsible for providing documentation of the shifts to the EMS Battalion Chief.
 - If within the 6 month period a member cannot meet the total shift average, a written work plan/variance describing a plan for compliance is required. The work plan/variance must be submitted in writing to Station Captain(s) one month prior to missing shifts. Upon approval of the Station Captain(s), the work plan/variance will be directed to the EMS Battalion Chief for final approval. Failure to comply will place the volunteer on probationary status for the following 6 months. If the work plan compliance is not met

during the 6 month probationary period, the volunteer may be decertified or terminated from the organization.

- Encouraged to attend all station meetings and crew checks
- Attend emergency response callouts for assigned station, if available
- Complete annual JH Fire/EMS physical agility test with a time less than 15 minutes
- Complete a medical physical as designated by JH Fire/EMS

*Active Volunteer Members who joined prior to 2006 and have maintained certification in either a Fire or EMS discipline will not be required to cross-certify (i.e. a member in 2006 as an EMT, will not be required to certify as a Firefighter I and Wildland Firefighter II etc.). All Members will be required to complete applicable training as specified in the Jackson Hole Fire/EMS Task Book. This grandfather clause Does Not Apply to officers or paid staff members as specified in position job descriptions. Members who joined after 2006 to the effective date of this Membership Policy must cross-certify as indicated in the membership policy in effect at the time of membership designation.

See the JH Fire/EMS Leave of Absence Policy for details on Medical and Personal leaves of Absence.

Active Volunteer Members will receive the following Benefits:

- All benefits provided to Probationary Members
- JH Fire/EMS Badge
- Supplemental Insurance policy/policies in the amount of \$55.00
- Volunteer Firefighter/EMT Pension Fund eligibility with Wyoming Retirement. See administration for details.
- Pay per call for approved trainings and response to incidents
- Hourly pay for approved special events
- Hourly pay for ambulance transfers
- Volunteers guaranteed two pay per calls per 12 hour shift during ambulance duty

SECTION V – ASSOCIATE VOLUNTEER MEMBER

See the JH Fire/EMS 5.1.2 Public Safety Services Associate Membership Addendum Policy for details.

SECTION VI – FULL TIME / PART TIME EMPLOYEE MEMBER

In addition to normal activities and responsibilities defined in a member's job description, full-time / part-time Fire/EMS employees must:

- Complete a JH Fire/EMS Membership Task Book
- Attend emergency response callouts for assigned station, if available
- Complete annual JH Fire/EMS physical agility test with a time less than 15 minutes
- Complete a medical physical as designated by JH Fire/EMS

Benefits are described in the Teton County Policies Manual and Handbook in Section 3 – Benefits.

SECTION VII – INACTIVE VOLUNTEER MEMBER

Failure to complete a departmental task book within **the allotted time period** or failure to complete the annual JH Fire/EMS physical agility test will result in a member being placed into Inactive Member status.

- **The following apply to all inactive members.**
 - Inactive members do not receive pay-per-call or pay-per-trainings
- **Task Book Deficiencies**
 - An inactive member must rectify all deficiencies in the departmental task book within three months (90 days).
 - If—after a three month period (90 days)—a member's departmental task book remains incomplete, station leadership will immediately make an informed recommendation for a member's termination or extension.
 - This recommendation will move to the Chief for a final decision.
- **JH Fire/EMS physical agility deficiency**
 - Members who are unable to complete the physical agility test in less than 15 minutes will be referred to the JH Fire/EMS Medical Director. The member and the Medical Director will initiate a compliance plan.
 - A physical agility test will be re-scheduled within 6 months
 - If a member still is unable to complete the work capacity test within 15 minutes, the Health and Safety Committee will immediately make an informed recommendation for a member's termination or extension.
 - This recommendation will move to the Chief for a final decision.

Station leadership will remain apprised of every member's current status and should be proactive in all status retention requirements.

The goal of inactive member status is to assist in reinstatement to active status and increase the member's overall performance and safety.

SECTION VIII – UNIFORM/EQUIPMENT STANDARD

Members will adhere to the JH Fire/EMS Uniform Policy, in regards to wearing and maintaining uniforms.

Equipment and uniforms issued by JH Fire/EMS will be recorded on an Issued Equipment List. All JH Fire/EMS issued uniforms and equipment will be turned in to the Administration Office upon replacement of the equipment or upon the member's resignation. The cost of the equipment not returned to the Administration Office within two weeks of resignation will be charged to the resigned member.

SECTION IX – DISCIPLINARY PROCEDURES

JH FIRE/EMS members are required to conduct themselves in a highly self-disciplined manner. The principal objective of disciplinary action is to improve or correct performance, efficiency and morale of the member receiving discipline as well as that of the department.

All levels of membership must:

- Obey all JH Fire/EMS Rules of Conduct, JH Fire/EMS SOP's/SOG's.
- Fulfill all maintenance response and training requirements as defined by the membership policy and station guidelines.

JH Fire/EMS officers and/or supervisors will administer discipline in a progressive and lawful manner in conjunction with the Teton County Polices Manual and Handbook. Discipline should include at a minimum the next higher person in the chain of command.

Progressive Discipline:

- Progressive discipline proceeds to written reprimand(s), suspension and/or demotion, and finally to dismissal JH Fire/EMS.
 - An incident of misconduct may require any of these forms of disciplinary action whether or not a lesser form has preceded the action.
 - The Chief will be consulted in all disciplinary action which includes suspension, demotion and termination.

All formal disciplinary procedures will be reviewed by superiors. Member grievances shall follow the Teton County Policies Manual and Handbook.

SECTION X – SPECIAL PROVISIONS

JH FIRE/EMS Chief reserves the right to amend and/or change the membership policy.

- Battalion Chiefs and station leadership will be consulted and briefed in accordance to the degree and severity of changes.
- Before any changes are adopted all members will be informed.

Other, special circumstances that pertain to membership will be address on an *ad hoc* basis and will involve the Chief.